22 May 1970

Work within the Analysis Phase of the Staffing System
has resulted in the determination that several of the data
items currently retained in the T/O Master should be eliminated.
The following is a listing of these data items and the reasons
for their deletion.

1) MANS CODE. With the exception of the
sub-category portion, this code is no longer used
and serves no valid purpose. A memorandum from OPPB
has been received approving the deletion of this data
item.

2) TITLE CODE. This code is currently used to
identify the associated organizational level of a
'Header Record'. The proposed Staffing System will
have as a part of its Master File an organization
code which will allow for the identifying of
organizational levels down to the subunit level.
Since the organization code will identify the associated
level of an organizational unit, the TITLE CODE is no
longer necessary.

3) CRNTAUTH. A three character code denoting
whether the position is 'fixed' or 'flexible'. If
'flexible', the code contains 'bb*' denoting that the
position can be incumbered by more employees than the
planned incumbency. If 'fixed', the code contains
the number of incumbents allowed in a position (CRNTAUTH
is then always equal to PLANINC). The porposed Staffing
System will contain a one character code to denote
whether the position is fixed or flexible. Any numbers
concerned with the incumbency of a position can be
obtained from the PLANINC data item without repeating
the data in the CRNTAUTH field.

4) SG-OO. Until 1 April 1970 the practice of
identifying Supergrade positions by 'SG' and Station,
Base Chiefs and project positions by 'OO', in lieu of
the grade has been used in the Staffing Complements of
the Agency. The original concept of masking grades of
these positions was the result of strong feelings by

Clandestine Service officials concerning the personnel rank assignment of key personnel. However, since the Agency has reached the point where personnel rank assignments are accepted and understood by all, it was felt that it was unnecessary to continue this practice. A memorandum from the Office of Personnel has been received approving the discontinuance of designating positions as 'SG' or 'OO'.

5) POSTOTAL. This field is currently used to store manual totals that are maintained by the coding clerk. These totals indicate the total planned incumbency for various types of positions within an office and are printed on various Staffing reports for use by the components. The proposed Staffing System will automatically maintain these totals without the inputting of the totals from the coding clerk.

RECORD FORMAT DESCRIPTION	DATE	PAGE	OF	PAGES

SYSTEM NAME	PROJECT NO. AND NAME	PROGRAM
STAFFING	25426 STAFFING	

	MASTER	NAME	FILE NAME	DATE NAME PREFIX
	TRANSACTION			

RECORD SIZE	BLOCK SIZE	DENSITY	LABELS		PREPARED BY
			YES	NO	

25X1A

FIELD NO.	FIELD NAME	FIELD LENGTH	TYPE	JUST	FIELD DESCRIPTION	REFERENCE
	TITLECOD	1A			**TITLE CODE** A code denoting the level of the associated organizational title. i.e., Office, Division, etc. NOTE: This code is used only with header records.	M&P Code Manual Tab 1E

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SECRET

GROUP 1
Excluded from automatic
downgrading and declassification

(13-21-51)

RECORD FORMAT DESCRIPTION	DATE		PAGE	OF	PAGES

SYSTEM NAME	PROJECT NO. AND NAME	PROGRAM
STAFFING	25426 STAFFING	

	MASTER	NAME	FILE NAME	DATE NAME PREFIX
	TRANSACTION			

RECORD SIZE	BLOCK SIZE	DENSITY	LABELS		PREPARED BY
			YES	NO	

FIELD NO.	FIELD NAME	FIELD LENGTH	T Y P E	J U S T	FIELD DESCRIPTION	REFERENCE
	POSTOTAL	4N			<u>POSITION TOTALS</u> Manual totals that are maintained by the coding clerk, indicating the total planned incumbency for various types of positions within an office. I.E. ▮▮▮▮▮▮▮▮▮ 25X1A Foreign Field Development Complement etc.	

RECORD FORMAT DESCRIPTION

DATE		PAGE	OF	PAGES

SYSTEM NAME	PROJECT NO. AND NAME	PROGRAM
STAFFING	25426 STAFFING	

	MASTER	NAME		FILE NAME	DATE NAME PREFIX
	TRANSACTION				

RECORD SIZE	BLOCK SIZE	DENSITY	LABELS		PREPARED BY	25X1A
			YES	NO	▮▮▮▮▮▮▮	

FIELD NO.	FIELD NAME	FIELD LENGTH	TYPE	JUST	FIELD DESCRIPTION	REFERENCE
	CRNTAUTH	3X			**CURRENT AUTHORIZATION** A code that denotes whether the position is 'fixed' or 'flexible' 1) If 'flexible', contains an asterisk (*) denoting that the position can be incumbered by more employees THEN the planned incumbency. 2) If 'fixed', contains numerics denoting that the position <u>cannot</u> be incumbered by more employees then the planned incumbency (the number in CRNTAUTH would be equal to the number in PLANINC).	

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GROUP I
Excluded from automatic
downgrading and declassification

(13-21-51)